

SHINES FOSTER CARE INVOICE VALIDATION GUIDE

A. Foster Care Invoices

1. Requirements – Resource ID# from child file or Foster Care Payment List if available.
2. Click on Financial Tab → Invoice Search Tab → Invoice Search Page

The screenshot displays the SHINES web application interface for Invoice Search. The browser window title is "Invoice Search - Microsoft Internet Explorer". The address bar shows the URL: <https://shines.dhr.state.ga.us/financials/InvoiceSearch/displayInvoiceSearch?taskCD=NULL>. The application header includes the SHINES logo, a "Log Off" button, and user information "IDS" and "GHP". The main navigation menu consists of tabs: "My Tasks", "Case", "Search", "Financial", "Reports", and "Resources". The "Financial" tab is selected, and the "Invoice Search" sub-tab is active. Below the navigation, the user name "Falcon,Cornelia" is displayed. The "Invoice Search" form contains the following fields and controls:

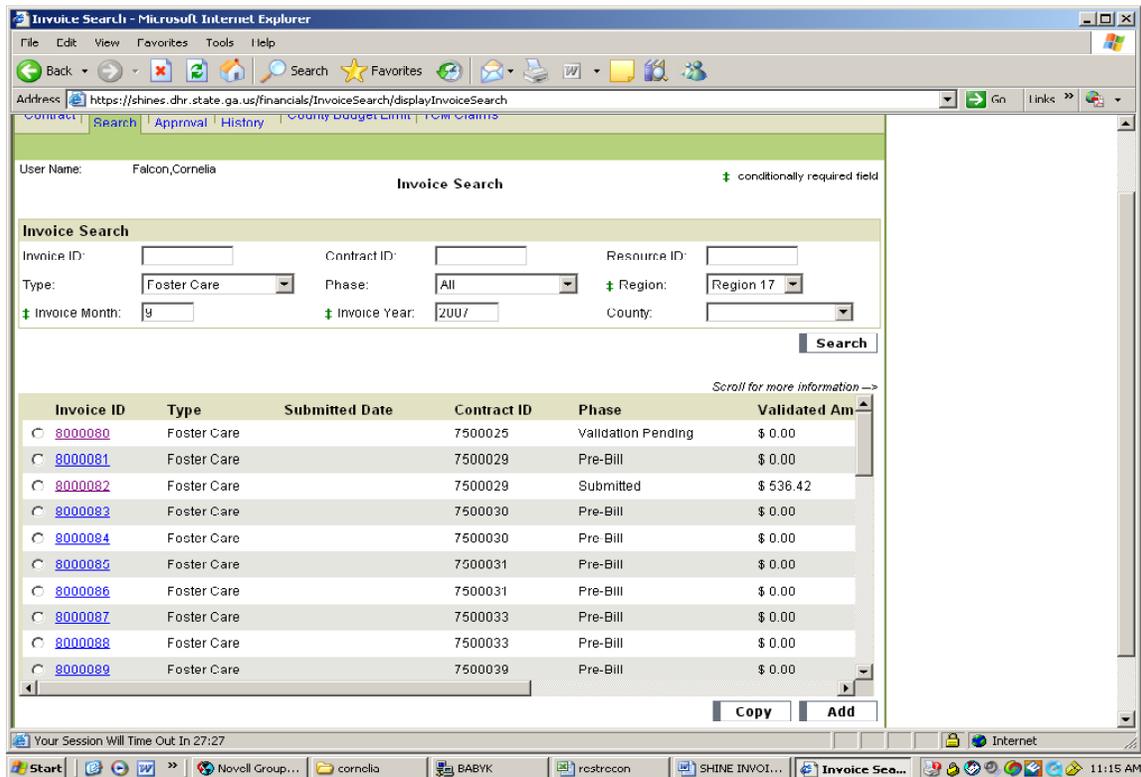
- Invoice ID:
- Contract ID:
- Resource ID:
- Type: (dropdown menu)
- Phase: (dropdown menu)
- Region: (dropdown menu)
- Invoice Month: (dropdown menu)
- Invoice Year: (dropdown menu)
- County: (dropdown menu)
- Search:

The status bar at the bottom of the browser window indicates "Your Session Will Time Out In 28:56". The taskbar shows several open applications, including "Novell Group...", "cornelia", "BABYK", "restrecon", "SHINE INVOI...", and "Invoice Sea...". The system clock shows "10:02 AM".

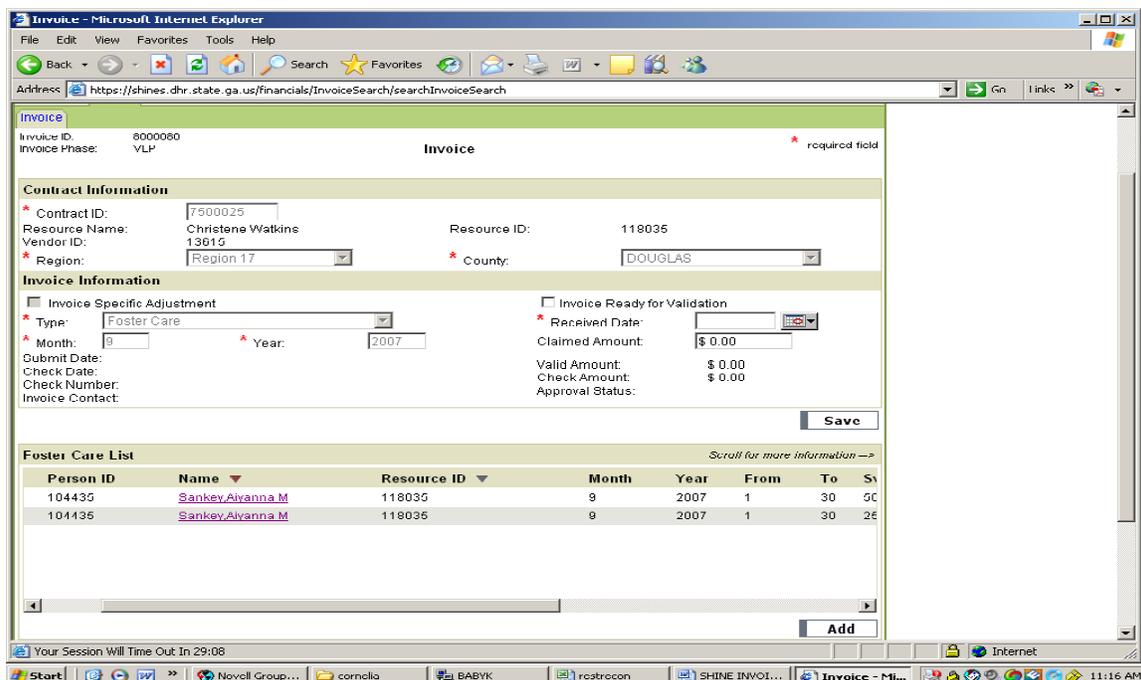
3. Enter Resource ID# (if looking for 1 resource at a time)
4. Click Type drop down menu
5. Choose Foster Care
6. Click Phase drop down menu
7. Choose Pre-Bills
8. Select Region
9. Enter service month
10. Enter service year
11. Click County drop down menu (if looking for 1 county at a time)
12. Click on SEARCH button and scroll down for Search Results

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13. Click on the Invoice ID hyperlink and verify the Client/Child's name and resource on the invoice page.



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14. Under Foster Care List Section scroll across by moving the arrow at the bottom of the page to the right and check the UAS code, daily rate, # of days and total dollar amount against the Foster Care List or the paper copy of the invoice.
15. If there are additional costs to be paid go to next step, otherwise, go to Step 17.

16. Click the ADD button listed under Foster Care List → Foster Care Detail
 - a. Enter the Person ID
 - b. Enter Resource ID
 - c. Click on Validate and verify the child's name
 - d. Enter Service Month
 - e. Enter Service Year
 - f. Select Service Type from the pull down menu.
 - g. Enter # of days = (From 1 To 31) The system only moves you to this field if applicable to the Service Type chosen
 - h. Enter rate and check Total Amount
17. Enter Received Date
18. Enter Claimed Amount.
19. Click "Ready for Validation"
20. Click SAVE
21. Repeat step 13 to 20 if there are other invoices for the same Resource ID#.

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B. Foster Care Invoices with Restricted Funds

1. Follow Step 1 to Step 15 under Foster Care Invoice
2. Divide amount of Restricted Fund by # of days

Example: $178 / 30 = \$5.93$ (Day rate)

3. Subtract day rate from RF calculated in Step 2.

$\$14.60 - \$5.93 = \$8.67$

4. Click on Name hyperlink for State Per Diem line item.
5. Change rate to adjusted amount
6. Go back to the Invoice Header Page and check under FC List Section for adjusted amount.
7. Click the ADD button listed under Foster Care List → Foster Care Detail
 - a. Enter the Person ID from your list or Invoice header
 - b. Enter Resource ID
 - c. Click on Validate and verify the child's name
 - d. Enter Service Month
 - e. Enter Service Year
 - f. Select Service Type from the pull down menu.
 - g. Enter # of days = (From 1 To 31) The system only moves you to this field if applicable to the Service Type chosen
 - h. Enter rate and check Total Amount
 - i. Click on SAVE button.
8. Go back to the Invoice Header Page and check under FC List Section for info entered.
9. Add Amounts to reconcile to the paper invoice:

$\$5.93 \times 30 =$	\$ 177.90
$\$8.67 \times 30 =$	<u>\$ 260.10</u>
Total	\$ 438.00

10. Enter Received Date
11. Enter Claimed Amount.
12. Click "Ready for Validation"
13. Click SAVE

NOTE: A STATE PROGRAM CODE IS REQUIRED WHEN USING RESTRICTED FUNDS.

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C. Invoices with Duplicate Line Items

1. Required Documents
2. Click on Financial Tab → Invoice Search Tab → Invoice Search Page

The screenshot displays the SHINES Training web application interface. At the top, there is a navigation bar with tabs for 'My Tasks', 'Case', 'Search', 'Financial', 'Reports', and 'Resources'. The 'Financial' tab is selected, and within it, the 'Invoice Search' sub-tab is active. Below the navigation, the user's name 'Chandler, Barbara' is displayed. The main content area is titled 'Invoice Search' and contains a search form with the following fields and options:

- Invoice ID:
- Contract ID:
- Resource ID:
- Type:
- Phase:
- Region:
- Invoice Month:
- Invoice Year:
- County:

A 'Search' button is located at the bottom right of the form. The browser's address bar shows the URL: <https://167.193.157.252:4452/financials/InvoiceSearch/displayInvoiceSearch?task=CD=NULL>. The Windows taskbar at the bottom shows the system tray with the time 2:27 PM and the date 9/29/2010.

1. Enter Resource ID#
2. Click Type drop down menu
3. Choose Foster Care
4. Click Phase drop down menu
5. Choose Pre-Bills
6. Select Region "Your Region"
7. Enter service month
8. Enter service year
9. Click County drop down menu (if looking for 1 county at a time)
10. Click on SEARCH button and scroll down for Search Results
11. Click on the Invoice ID hyperlink and verify the child's name and vendor, program and amount.
12. Invoice shows 2 line items for the same program, entitlement code, and amount.

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Foster Care List						
Rejection	Person ID	Name	Resource ID	Month	Year	Frc
<input type="radio"/>	17204001	Alexander.Chyna	9700709	7	2010	1
<input type="radio"/>	17204001	Alexander.Chyna	9700709	7	2010	

13. Click on radio button on 2nd line item and click on delete
14. Click Save
15. Enter Received Date
16. Enter Claimed Amount.
17. Click “Ready for Validation”
18. Click SAVE
19. Follow the same process for all invoices on the list.